



Brighten Governing Board Meeting Minutes

April 11, 2011

Members Present

Jeff Grogan	Leigh DeNucci	Kim Engleson	Jeff Noles
Jeff Helms	Kelly Cadman	Carmin Takeuchi	Jessica Davis

Future Members Present

Brian Fortner	Greg Newton	Doug Bailey	Dee Proeller	Scott Powers
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Call to order

At 7:09 Jeff Noles called the meeting to order.

Acceptance of Agenda

Jeff Helms made a motion to accept the agenda. Jessica Davis seconded. The motion passed.

Acceptance of Minutes

Jeff Helms made a motion to accept minutes from March 14, 2011 board meeting.

Leigh DeNucci seconded. The motion passed.

Committee Reports

- **Executive**
 - Jeff Noles
 - Board Officer Positions
 - Nominated Jeff Grogan for Secretary.
 - Nominated for Doug Bailey Vice President.
 - Nominated for Greg Newton President.
 - Discussion about positions and responsibilities.
 - Next meeting we will decide.
- **Planning and Organization**
 - Kelly Cadman
 - Update from DCSS on funding meeting

- Brighten is listed as one of the schools on the E-SPLOST. Would like to give our parents the link to the survey. It will also lower the millage which will most probably have a negative impact on our local funds. Kelly suggested we ask Kay to determine to what degree so we can know if this is substantial enough to matter. Any negative impact on our funding isn't good, particularly with state cuts continuing to come, but if the possibility of a facility is likely, it might outweigh the negative impact.
 - Funding info was sent by Kay. Will look through it and submit a response letter.
 - Will try to go for a dissemination grant to work with district on training charter boards to work with their districts.
 - Item of Information: Revisions to Policy Adoption, Revision, and Repeal Policy and suggested flow chart. Please review. Will vote on next session.
 - Suggested by-law revisions
 - Board commitment
 - Confidentiality statement will be added to the commitment form
 - Revise committee structure
 - Board members will attend some PTO board meetings
- **Facilities/Technology**
 - Jeff Helms
 - Doug Bailey on playground mulch meeting
 - Got an estimate on poured in place mulch
 - Talked to nurseries to sod playground, put in drainage
 - Needs to be part of long-term plan
 - **Jeff Helms made a motion to approve costs of \$910 to bring the bathroom modular up to code by Plumbing Works. Jeff Grogan seconded. The motion passed.**
 - **Jeff Grogan made a motion to amend the remaining balance of the facility grant to cover custodial salary and benefits. Leigh DeNucci seconded the motion. The motion passed.**
- **Finance**
 - Carmin Takeuchi
 - Financial for March will come soon so we can get them to district.
 - Lisa and Angi will start preparing the budget.
 - Kelly received information that the State is watching for late audits. Perhaps we should look at other firms that can do a faster turn-around.
 - Jessica Davis
 - Golf Tourney up-date
 - In full swing. Raised over \$3000. Letters will go out to teachers about fundraising competitions.

Curriculum Director

- Lisa McDonald

Curriculum:

- Identified at risk students in Tier 2 RTI team meetings for March
 - Students placed in Special Ed since February, 1
- One student on Hospital Homebound
- 8th Grade Writing Assessment Scores Available
- Completed scoring for 3rd grade writing assessment
- Proctor and Evaluator training completed for CRCT
- Student groups assigned for CRCT
- Modeled Peer grading protocol
- Shared best practices for identifying and assessing skill gaps
- Reviewed technology sights to help students visualize vocabulary words
- 11 A live News featured our 6th grade students for their community service
- Began curriculum mapping for Specials and Middle School Connections
- Submitted requested charter changes to DCSS, approval expected 4.11.11

General Instructional Operations

- Contracts issued to certified staff
- Completed inventory of furniture using computerized system
- Planned end of Year Awards, K and 8 Graduations
- Chaperone Meeting for 8th grade Field Trip planned
- Hosted Parent Volunteer Day and Parent University
- Hosting First Friday in May (partner with GCSA)
- Hosting School Tour focusing on optimizing gifted services and funding (May 9)
- Parent Volunteer Hours---personal phone calls to all families with less than 10 hours, letters sent again
- Hosted Volunteer Luncheon for parents
- In Progress
 - Website
 - SACS Accreditation
 - Included in DCSS renewal
 - Inquired for letter of intent for consultant for Independent Accreditation
 - Staff Survey (School Keys)
 - End of the Year Close Out
- Update on Meeting with DCSS
 - Funding

- Received more information from Kay so we can respond to questions related to FTE
 - DCSS is using midterm, we are using initial
 - Received budgets for DCSS so we can reference local funds
 - Lisa to draft response and schedule possible meeting with Dr. Pritz
 - Mid Term earnings are expected this week for the school system, charters usually 1-2 weeks behind.
 - Informed of issues related to funding with other charters (Fulton County)
 - Waiting on approval from GDOE (charter division) on funding template
 - E-Splost
 - DCSS in inquiry stage, they want feedback from Brighten families. Will send information to families
 - After inquiry stage, they will formally vote priorities, etc.
 - Contacted charter school leader who has successfully navigated SPLOST (have not heard back) DCSS would like to consult/discuss with the system and leader to help structure a smooth referendum and disbursement
 - Need to commit to helping to market the E-SPLOST
 - Reduce debt for school system
 - Reduce millage rate
 - Potential facility funds for Brighten (if approved)
 - David Whitfield is our contact at DCSS
 - Charter Renewal
 - DCSS will ask for approval of revisions 4.11.11
 - Dissemination Grant
 - Discussed possibilities of partnering to provide system/charter best practices, team building, etc.
 - Auditor
 - Discussed need for faster report
 - Kay discussed qualifications for approved auditor (government experience, state agency)
 - Changing auditor does not impact DCSS, but may lose some institutional knowledge
 - Diversity
 - Dr. Pritz inquired about our outreach practices to attract a racially balanced school system
 - Discussed initial attempts to market in at risk areas and social organizations
 - Discussed lack of transportation may be a cause
 - Discussed few openings available
 - Need on Next Agenda
 - Acceptance of contracts

- Enrollment Policy on filling student slots (deadline where spots can remain vacant)(Discussion)
- Writing Assessment Analysis, 8th grade (For Information)
- Discipline Matrix (Discussion)

Business Director

- Angi Andrews

Enrollment:

- Our current enrollment is still at 423 with one opening. We are not filling the spot at this time due to CRCT.

Facility Update:

- Bathroom facility
 - There are still a few more repairs to be completed. The cost will be \$910.00 which will put us over budget in repair and maintenance services. I would like to request that the board approve this amount in order to move forward to finishing this project.
- Facility Grant
 - The following work will still needs to be completed:
 - Promethean board and projectors
 - I was informed that we are not allowed to use the facility grant money toward furniture (lunch tables & tables for MS science). Doug researched and the playground cover was going to be too costly for this year. I would like to request the facility grant budget be revised to include Gracie's salary. The money that we would receive for Gracie's salary could then be used for the following:
 - Mats for all of the entrance doors (needed for safety with our new floors)
 - Lunch tables
 - Termite inspection (further discussion is needed regarding this as it could cost us more money)
 - We might not be able to cover all of these items, but we would cover as much as possible.

Operations Update:

- Contacted Doug Erwin regarding our sales tax reimbursement. He is very busy with income tax returns, but will get back on it next week.
- We need to update our registration with the state. I waited to do this until we have elected our new officers.
- I would like to request that the board discuss/approve for Don Stout to continue working through June 10th to help with the end of the year close out (maintenance repairs, moving of furniture, deep cleaning, etc.) If we do not have the money in the budget then maybe we could move this to be one of the items that we cover with the money we will be reimbursed from Gracie's salary.

PTO Updates

- Ms. Cortez
 - New board coming in. Angel Cross will be new president.
 - Requests the lines of communication stay open particularly for fundraising.
 - Four other board members coming on, mostly new members.
 - Suggest that all Coke requests come through PTO.
 - Not going to be able to purchase computers after looking at budget. Will purchase door mats with Brighten logo.
 - May 9th is the PTO board election. Would like to have some of the Governing Board members join the PTO board meetings.
 - Will lay new mulch on the playground near new equipment.
 - Writing a grant for the shade structure on upper level of playground.
 - Annual fundraising of over \$9000.

Student Council Updates

- Student council rep
 - No report

Open floor discussion

- Need for Brighten Basics for parents that come in the middle of the year.
- Bond meeting on April 25th at 2:00.
- Voting board meeting on April 25th at 7:00.

Motion to adjourn was made Jeff Helms by and seconded by Jeff Grogan. The motion carried.